

Theresa Bridgett

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Objective

Receptionist position allowing demonstration of over 20 years experience in customer service, communication and organization.

Profile

Motivated, personable and professional with a long history of satisfied clients. Talent for keeping a timely schedule with an eye for detail and an organized workspace. Accustomed to handling sensitive and confidential records. Currently enrolled in business school majoring in Business and Administration. Currently enrolled in Microsoft Office 07 and Marketing and Sales courses. Experienced in answering phones, scheduling appointments and handling customer questions. Able to maintain a sense of humor under pressure and get problems solved.

Professional Experience

- ◆ Experience in dealing with people who are in crisis situations as head of Benevolence at Norwalk Christian Assembly of God Church.
- ◆ Answering phones in a professional manner and scheduling appointments on paper and on a computer program in a salon.
- ◆ Dealing with customers on an hourly deadline basis.
- ◆ Handling billing from suppliers and checking out customers.
- ◆ Built a clientele that supported a full time schedule.
- ◆ Assessed working procedures and recommended changes implemented by employer.
- ◆ Kept detailed client records
- ◆ Continuing education to maintain certification and excellent job skills.

Employment History

CHRISTIAN ROBERTS SALON AND SPA – Norwalk, Ohio, Cosmetologist, 2003-present

TRENDLINES SALON- Sandusky Ohio, nail tech, 1990-97, 2000-2002

FANCY FINGERS NAIL SALON, Pascagoula, Mississippi, nail tech, 1998-2000

Education

OHIO BUSINESS COLLEGE- Sandusky, Ohio, currently enrolled in 3rd quarter in Business and Administration degree program

SANDUSKY HIGH SCHOOL- Sandusky, Ohio, graduate 1985

SANDUSKY SCHOOL OF COSMETOLOGY- graduate 1985, vocational class president

Summary

When I work with people who come to our church in need, I have to serve them in a manner that is respectful and absent of any judgment. It is something I go to the Lord in prayer about before I meet with them. I think my experience in this area, in addition to my practical skills in the salon, make me uniquely qualified for this position.